VCRC 187
Conference
Room Logistics
and Guidelines
VCRC 187 Conference Room Logistics

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<table>
<thead>
<tr>
<th>COMPUTER LOGIN</th>
<th>SKYPE LOGIN</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User Login:</strong> vcrc187</td>
<td><strong>User Login:</strong> domvcrc187</td>
<td><strong>VCRC 187 Phone Number</strong></td>
</tr>
<tr>
<td><strong>Password:</strong> See Label on Monitor</td>
<td><strong>Password:</strong> vcrc_187</td>
<td>(612) 626-5135</td>
</tr>
<tr>
<td><strong>If Password Expires, Contact</strong></td>
<td><strong>VCRC 187 Phone Number</strong></td>
<td></td>
</tr>
<tr>
<td>Sabrina Porter: 6-5795 or Cindy West: 6-8904</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Primary contacts for collaborative account name/id: vcrc 187</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL ASSISTANCE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Audio/Visual Issues Contact</strong></td>
<td><strong>Computer Issues</strong></td>
</tr>
<tr>
<td>Sabrina Porter: 6-5795</td>
<td><strong>Contact 1-HELP:</strong> 1-4357</td>
</tr>
<tr>
<td>Cindy West: 6-8904</td>
<td><strong>Device Number:</strong> 20140996</td>
</tr>
<tr>
<td>CTS Hotline: 5-1800</td>
<td></td>
</tr>
</tbody>
</table>

Using the Dedicated Desktop PC

*Note: The monitor, wireless keyboard, and mouse located on the counter is connected to the PC (located in the cabinet) which has internet access*

1. Make sure the PC is turned **ON** and select **SYSTEM POWER** from *table Touch Control Panel*; Select Input: **Computer**
2. **Logon to the PC:** Logon: vcrc187 + Password: See Label on Monitor
3. MagicIWB software automatically loads - to close this program click on the Orange Dot then click **Exit MagicIWB**
4. For any portable device such as a **USB Data Stick, Flash Drive etc.** plug into the PC *(PLEASE DO NOT USE THE MONITOR USB PORTS)*
5. Always **log-off** of the PC when you are finished but **do not** shut it off. When your meeting is over, PLEASE select **SYSTEM POWER** from the *table Touch Control Panel* to turn the **room off**
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Conference Calls *(from an active call)*

1. From an **active call**, press the conference button
2. Listen for **Enter** then press # and 1 and listen for a dial tone
3. Dial party’s extension: **UMN number**: 5 digit number; **Local**: 8 + area code + number; **Long Distance**: 8 + 1 + area code + number
4. Once the party answers, announce the conference and then press the conference button
5. Listen for **Enter** then press # and 1; the party will be joined to the **Conference Call**
6. Repeat steps 1-5 until all parties are joined

Using your Apple Device, PC or MAC Laptop with the

**Table Connections**

1. Plug your device into the VGA, HDMI or Mini Display cable located on the **table**; for internet access, plug the **Blue Ethernet** cord into your device
2. For mobile Apple devices (2013-present), you can use a **HDMI to Lightning** adapter
3. Select the source you are using – listed under **Conference Table Sources** on the **Touch Control Panel**
4. When finished, please **POWER OFF** the room by selecting **System Power** and **YES**
5. Please leave all connectors, remotes and devices that belong to the room on the conference table

Using VCRC 187 **Skype Account** from Dedicated PC

1. Follow instructions 1-4: **Using Dedicated Desktop PC**
2. Find the **SKYPE** icon on the desktop or search for it under **Start - All Programs**
3. Open Skype and enter **Skype Name**: domvcrcc187 and **Password**: vcrcc_187
4. When finished, please **POWER OFF** the room by selecting **System Power** and **YES**

**Video and Telephone Conference via Skype**

Skype offers a service that allows video and tele-conferencing in the same meeting for a fee. If you need this service and have access to a P-Card, please contact Cindy West (6-8904) or Sabrina Porter (6-5795)
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Using **Zoom** from Dedicated PC

**Setup (for first time users)**

1. Logon to Zoom [https://zoom.umn.edu](https://zoom.umn.edu)
2. Complete HIPAA Training as required
   a. This training needs to be completed at least 24 hours in advance. You cannot use Zoom until it is completed.

**Scheduling a Zoom Meeting**

1. Logon to Zoom [https://zoom.umn.edu](https://zoom.umn.edu)
2. Go to **Meetings** tab
3. Click **Scheduling a New Meeting**
4. Enter required information for the meeting and Save
   a. If you would like to add a secondary host, enter their full email in the field at the bottom of the page. For multiple hosts, separate emails with a comma.
5. See **Starting a Scheduled Zoom Meeting** for further instructions

**Starting a Scheduled Zoom Meeting**

1. Logon to Zoom [https://zoom.umn.edu](https://zoom.umn.edu)
2. Go to the **Meetings** tab
3. Click the Start button on the right hand side of the scheduled meeting
4. Zoom will open in separate window
5. To turn on the microphone, click **Connect to Computer Audio**
6. Begin meeting
7. When finished, please **POWER OFF** the room by selecting **System Power** and **YES**

**Joining a Zoom Meeting**

1. Check your e-mail for the invitation to the meeting
   a. Join the Zoom meeting by using one of the following:
   b. **By calling in from a landline or cell phone**: The host will provide you with a Toll-Free number and the meeting ID
   c. **By Smart Phone or Device**: Download the Zoom Meeting application and enter the meeting ID
   d. **By computer**: From your email, click on **Join Meeting**
   e. **By browser**: Go to: [https://zoom.umn.edu](https://zoom.umn.edu) and enter the 9 digit meeting ID

   **Note**: You do not need a Zoom account to join a meeting
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2. MUTE YOUR MICROPHONE
   You need to mute your microphone unless you are talking. If you don’t mute it, it will cause an audio loop and disrupt the meeting.
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Using **InterCall** for a Telephone Conference

InterCall  [www.intercall.com](http://www.intercall.com)

1. Set up an Account with InterCall
2. Set up the Conference Call
   a. Conference Leader
      • Provide the conference **phone number** and **code with instructions** to all people calling into the conference
   b. If calling in from **OFF CAMPUS**
      • Dial phone number: area code and number (xxx) xxx-xxxx
      • When prompted, enter Conference Code: xxxxxxxxxx
   c. If calling in from **CAMPUS**
      • Dial phone number: (8) (xxx) xxx-xxxx
      • When prompted, enter Conference Code: xxxxxxxxxx
   d. Conference Leader
      5-10 minutes before the conference begins, follow the instructions below:
      1. Conference call from **CAMPUS** dial: (8) xxx-xxx-xxxx **OR**
      2. Conference call from **OFF CAMPUS** dial: (xxx) xxx-xxxx
      3. When prompted, enter Conference Code: xxxxxxxxxx
      4. When prompted, enter 4 digit PIN Code: xxxx
      5. Wait for others to call in

**Note:** Give full instructions to all people calling in and let them know if they call in before the **Leader**, they will be prompted to enter the 4 digit Pin Code

**Important Notes**

1. It is **HIGHLY RECOMMENDED** to **ONLY** use the **Dedicated PC** for all A/V needs
2. **PLEASE** leave all connectors, remotes, and devices that belong to the room on the table
3. Other Input/Output **Sources Available** on the **Table**
   a. **HDMI and VGA Cable for Laptop**
   b. **Mini Display Port: Mac or Apple Products**
   c. **Lightening Adapter for all Newer Apple Devices 2013 + (Check-out an adapter from the Chairs assistant)**
4. Ignore the error message **No Cable Connector** which may appear on the large screen
5. Always shut the room off by selecting **SYSTEM POWER** from the **table Touch Control Panel**